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## EC71-84 Revised Handbook for County Extension Board Members

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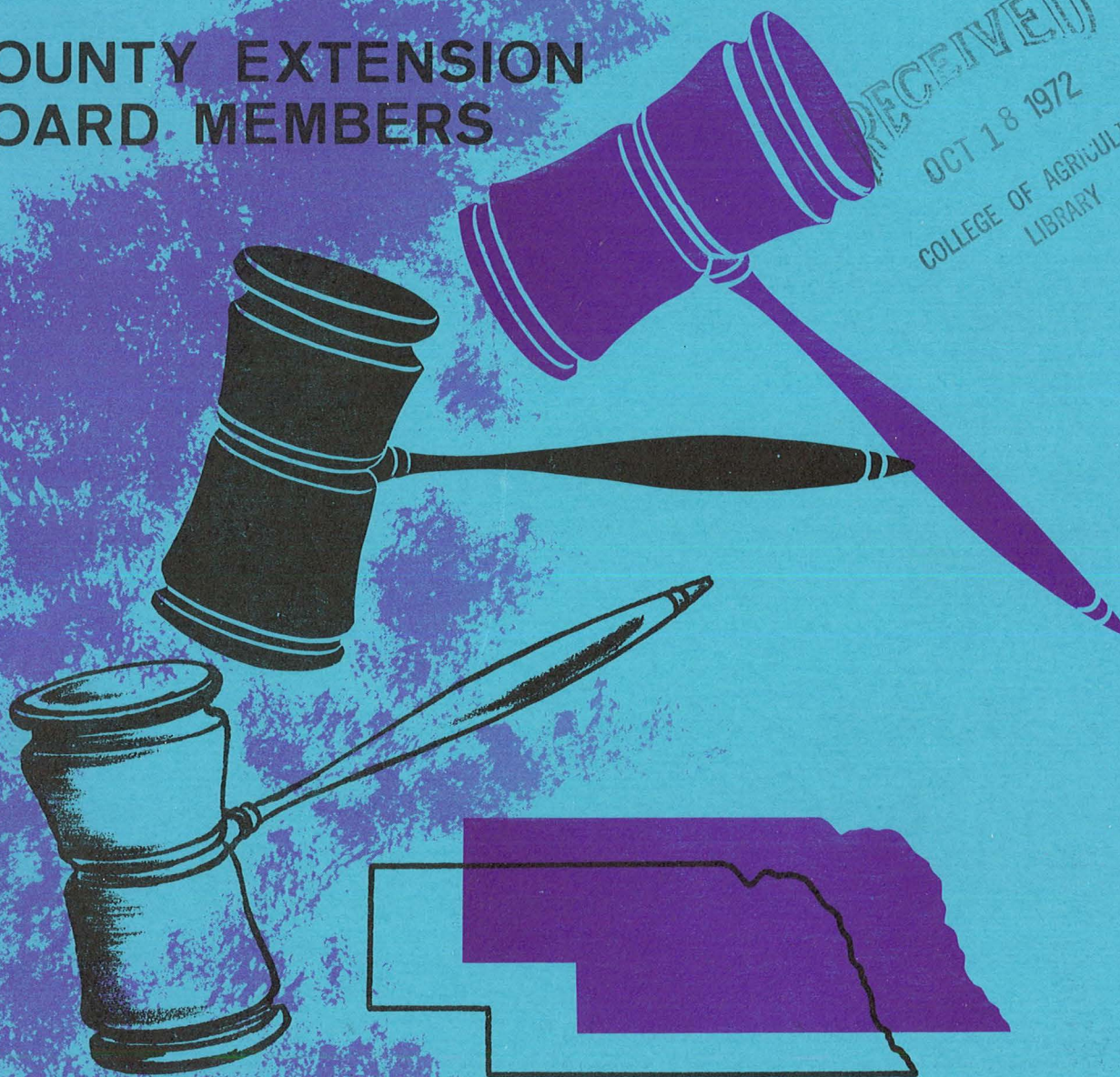
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# HANDBOOK

FOR

## COUNTY EXTENSION BOARD MEMBERS



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EXTENSION SERVICE  
UNIVERSITY OF NEBRASKA COLLEGE OF AGRICULTURE  
COOPERATING WITH THE U.S. DEPARTMENT OF AGRICULTURE  
AND THE COLLEGE OF HOME ECONOMICS.  
E. F. FROLIK, DEAN; J. L. ADAMS, DIRECTOR



# Handbook for County Extension Board Members

## INTRODUCTION

The Cooperative Extension Service carries out the informal teaching program of the University of Nebraska College of Agriculture. Its purpose is to take information to the people of Nebraska that will help them with the solution of their problems. Such information pertains to Agriculture, Home Economics and related subjects. It is made available through publications, demonstrations and other means of communication. The Extension Service also brings back to the University problems in Agriculture and Home Economics that can be solved only by careful study and research by the staff at the College of Agriculture.

The Cooperative Extension Service was established early in this century as a cooperative undertaking by the United States Department of Agriculture, the University of Nebraska and the County Extension Organization. It has had a long period of successful experience in dealing with problems in Agriculture and Home Economics. Its effectiveness can be credited to the development of its programs by local people through their county organization, and to the scientific information available through the College of Agriculture and U.S. Department of Agriculture.

This handbook is designed to help Extension board members who represent the county organization in planning and conduct of the Cooperative Extension program in the county.

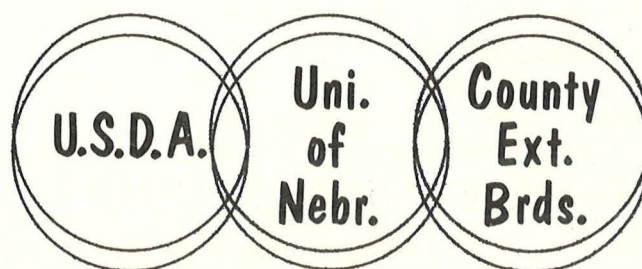
## LEGAL BASIS FOR COOPERATIVE EXTENSION WORK

The first Morrill Act passed by Congress on July 2, 1862 was an act donating public lands for the establishment of Land Grant Colleges. The donation or grant of public land was to provide colleges for the benefit of agriculture and the mechanic arts. The University of Nebraska is one of the Land Grant Colleges established under the Act.

The Smith-Lever Act of May 8, 1914 authorized Cooperative Extension work between the Land Grant Colleges and the United States Department of Agriculture. Other acts were passed by Congress which provided additional financial

support and direction for the work. However, legislation of 1953 and 1962 consolidated supporting legislation and redefined the formula for distribution of federal funds. Federal legislation governing Cooperative Extension work is now known as the Smith-Lever Act as Amended (see page 10).

The Nebraska Law governing County Extension work was enacted by the Nebraska Legislature in 1915. It authorized Extension work to be carried on in the counties in cooperation with the University of Nebraska and the United States Department of Agriculture. It establishes the scope of the program, method of organization for tax support, limitation of appropriation and provides for report of the work. There have been amendments to the law, the most recent of which was enacted in 1967. This amendment raised the limits governing the amount of the annual appropriation by the County. The County Extension Law as amended is found in Chapter II, Article 16, 1970 Reissue Revised Statutes Nebraska 1943 (see page 10).



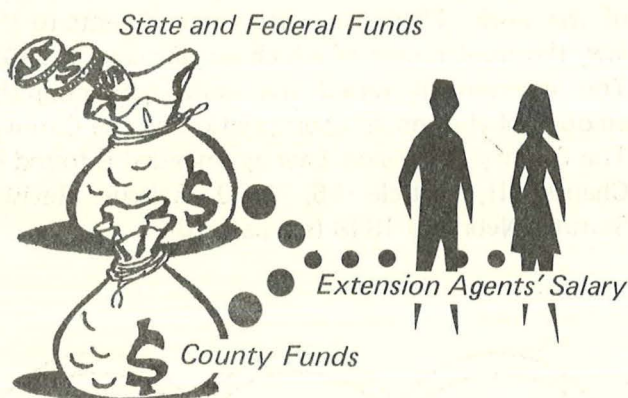
## ORGANIZATION FOR COOPERATIVE EXTENSION WORK

The cooperative relationship between the University of Nebraska and the United States Department of Agriculture is based on a memorandum of understanding which defines the role of the cooperating parties. Likewise, a memorandum exists between the State Director of Extension as a duly appointed representative of the Board of Regents of the University of Nebraska and the cooperating County Extension Board (see Organization Chart, page 14).



The County Extension Board represents the people of the county in administrative aspects of personnel employment, program planning, and conduct of the county program. It deals directly with the District Extension Director, who represents the State Director of Extension in matters relating to county administration. The members of the County Extension Board are chosen to serve in accordance with a constitution and bylaws adopted by the people and approved by the State Director of Extension. A copy of the constitution and bylaws is on file in the State Director's office. A copy is also on file in the County Extension office where it is available to County Extension Board members.

Amendments to the constitution adopted by the County Organization become effective on approval of the State Director of Extension. Copies of amendments are attached to the official copies on file.



## FINANCE

### State and Federal Funds

The County Extension Agents are paid jointly by the University of Nebraska and the County Extension Board. The University of Nebraska receives Federal funds under the Smith-Lever Act as Amended and State funds from the State legislative appropriation for the agents support. These funds are administered by the State Director of Extension.

### County Funds

*Budget:* Nebraska Statute, Chapter II, Article 16, Section 2-1606, 1970 RRS Nebraska 1943, provides that the president and the secretary of the county Extension Board shall submit a budget or estimate of funds necessary for carrying on Extension work in the county during the ensuing year.

The County Board of Supervisors or Commissioners must set aside in the general fund of the county an amount equal to the County Extension Budget; provided the amount does not exceed fifteen thousand dollars (\$15,000) or six-tenths (.6) of a mill levy on the dollar upon the assessed valuation of all taxable property, except intangible property, whichever is greater. These regulations are set forth in section 2-1604 (see page 26).

"Under Section 2-1604 RRS Nebraska 1943 the Nebraska Supreme Court has affirmed that it is a ministerial and mandatory duty of the County Board of Supervisors or Commissioners to set aside in the general fund of the county an amount equal to the county Extension budget submitted by the Agricultural Extension Service. Under Section 2-1606 the Court held the County Agricultural Extension Service has the exclusive power to prepare and adopt its budget provided that it shall be in an amount not to exceed the limits set forth in the statutes. Reference, State ex rel. Agricultural Extension Service V. Miller, 182 Neb. 285, 154 N.W. 2d 469."

State of Nebraska Budget Form CY-2 is provided for filing the budget with the county clerk on or before July 1 each year. Since some counties might have an earlier filing date a check should be made with the county clerk for the exact date.

An official copy of the budget set by the County Extension Board, along with a report of expenditure of the previous fiscal year, must be made to the State Extension Service by July 1 of each year. The report is made on State of Nebraska Budget Form CY-2 and should be forwarded to the State Leader of Finance, Cooperative Extension Service, University of Nebraska Lincoln, Nebraska 68503.

*Expenditures:* While the county Extension staff may do the actual spending it is the responsibility of the County Extension Board to direct the expenditure of the county Extension budget. The County Extension Board is responsible for determining the legal use of these funds and for approving all claims prior to submission to the county Commissioners or Supervisors for payment.

Methods of disbursing tax funds vary. The system used should comply with State law and county procedures. The State Extension Service prefers one in which all claims after being approved by the County Extension Board are paid directly to each claimant by the county treasurer. With this method individual expenditures are covered in the regular county audit.

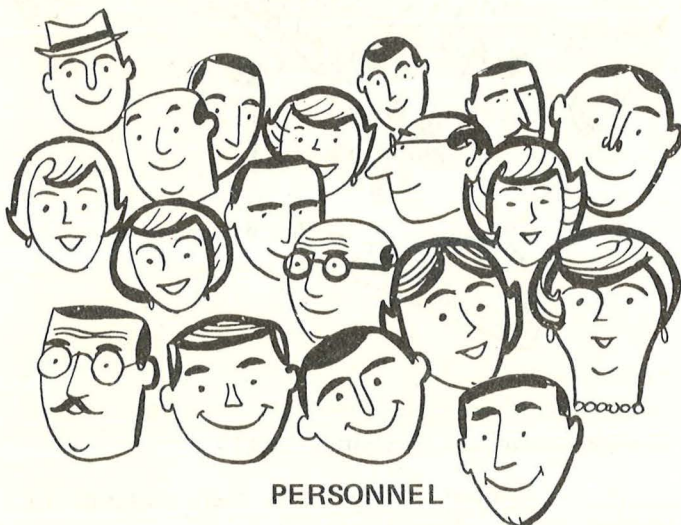
A monthly report of expenditure must be submitted to the State Leader of Finance, Cooperative Extension Service. This report is made on Financial Form 9, and should be submitted as soon



as possible after the close of business for each month.

### Other Funds

The County Extension Board may receive revenue other than county tax funds, for Extension work. Organizations such as the State Extension Service, civic groups, weed districts, farm organizations, livestock associations, or others may make contributions for the support of special programs. These funds should be received officially by the Extension Board Treasurer and disbursed on authorization of the Board. A separate record should be kept of these funds.



### Duties of Extension Staff

*The Director* of the Cooperative Extension Service has the overall administrative and financial responsibility for the Extension Service program in Nebraska. The Director is assisted by the following State Leaders: Finance, Personnel, Reports, 4-H Clubs and Youth Development, Studies and Training and the Extension Editor.

*The Associate Director:* (1) Assists the Director in matters related to administration. (2) Is responsible for overall planning and program coordination.

The Dean of the College of Home Economics holds the title of Associate Director of Agricultural Extension Service to provide coordination between the College of Home Economics and the Cooperative Extension Service.

*The Assistant Director:* (1) Is responsible for leadership of the Home Economics section of the total Extension program. (2) Advises with the Director on all matters related to staffing at both state and county level for Home Economics.

*The District Extension Director:* (1) Represents the Director of Extension in an assigned district. (2) Is responsible for coordinating policies, programs, schedules, agent training, county office management, reports and public relations in all phases of the Extension program. (3) Represents the Director in matters of financing, personnel relationships and personnel placements.

*The District Home Extension Supervisor:* (1) Is responsible for the coordination of the county Home Extension program within an assigned district. (2) Helps the county Extension agents plan, evaluate and report programs. (3) Works with the District Extension Director in all phases of programs, schedules, agent training, reports, personnel and public relations.

*The State Specialist:* (1) Is responsible for training county Extension agents. (2) Assists in developing and carrying out Extension programs. (3) Interprets research data. (4) Gives statewide publicity to programs in his field. (5) Cooperates with State and Regional organizations. (6) Coordinates statewide informational activities.

*The District Specialist:* (1) Is responsible for direct support of county programs. (2) Interprets research data applicable to the district. (3) Assists in developing county programs. (4) Coordinates informational activities in the district.

*The County Extension Agent, Chairman:* (1) Is responsible for the development of the overall Extension program as outlined and approved by the County Extension Board. (2) Is responsible for coordinating the work of other agents and/or aides in the county. (3) Is responsible for office management and reports. (4) Recommends employment of office assistants and aides and directs their activities. (5) Arranges office space, and purchases supplies and equipment as approved by the County Extension Board.

*The County or Area Extension Agent (Home Economics or Agriculture):* (1) Is responsible for the leadership of his or her respective program in the county or assigned area. Assignment may be to a single county or to an area of several counties under an agreement signed by the Extension boards of the area.

*The County Extension Aide:* (1) Works under the direction of the professional county Extension staff to carry out Extension programs. The aide may be a temporary or permanent, part time or full time employee.

*The County Office Assistant:* (1) Is responsible for office operations under direction of the county



staff. (2) Performs secretarial duties. (3) Acts as receptionist. (4) Assists with reports, records, ordering of supplies etc.

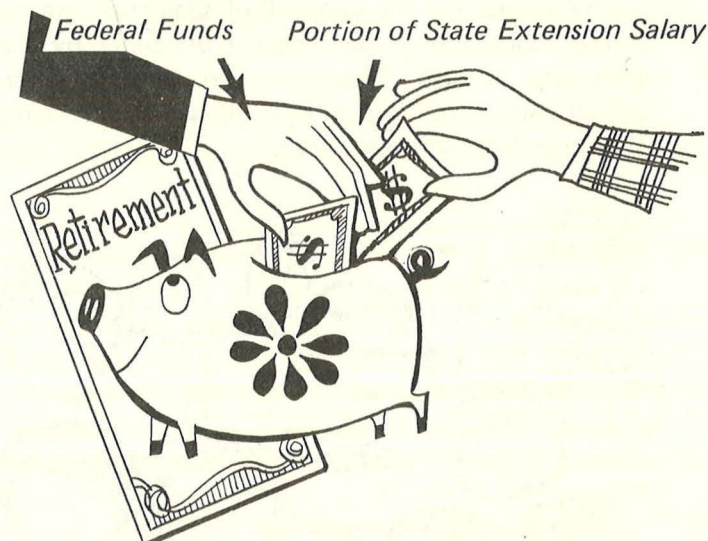
### Employment Policy

The Memorandum of Understanding between the State Director of the Cooperative Extension Service of the University of Nebraska and the County Extension Board provides for the joint employment of a County Extension Agent, Chairman and other county Extension agents based on county staff allocation and availability of funds. The County Extension Board may in addition employ from its own funds, clerical and secretarial assistants and aides, provided that all employment in Extension be in accordance with policy and procedures outlined in the Nebraska Program for Equal Employment Opportunity in the Cooperative Extension Service which assures that there be no discrimination in employment because of race, color, national origin, sex or religion.

State and Federal funds provide a major part of each County Extension Agent's salary. The amount of this portion is determined by the State Director and is reported through the District Director to the Chairman of the County Extension Board at the time of employment. Thereafter, it is reported on a fiscal year basis or when a change is made. The portion of salary from county funds is determined by the County Extension Board, and reported to the State Extension Service through the District Director at the time of employment and at anytime a change is made. It is expected that the county portion of the agent's salary will be comparable to the average percentage that other counties are paying. The final total salary is subject to the approval of the State Director.

Candidates for County Extension Agent positions are nominated by the State Director with the recommendation of the State Administrative Council. The Council functions as a personnel committee in evaluating qualifications of applicants for positions. One candidate is nominated for presentation to the County Extension Board by the District Director. The Board may employ the agent and complete other arrangements for work in the county. Assuming adequate funding, the employment of an Extension agent continues as long as the services are satisfactory to both the County Extension Board and the University of Nebraska Cooperative Extension Service. The services may be

terminated by either of the cooperating employers by giving 60 days written notice to the agent and the other cooperating employer.



### Compensation and Personnel Benefits

It is pointed out in the memorandum of understanding that Extension agents who are employed jointly are subject to the Federal Retirement Act. The total salary of the agent is subject to withholding for Federal Retirement. The amount of withholding is calculated by the State Leader of Finance and is withheld from the portion of salary paid by the State Extension Service through the University of Nebraska. A matching amount is deposited with the U.S. Civil Service Commission from Federal funds provided for the specific purpose.

Since the amount of salary is a basis for certain benefits it is important that the County Extension Board promptly notify the District Director of any adjustments that are made. Personnel benefits that relate directly to the amount of salary are: (1) The amount of annuity to be paid under Federal retirement programs. (2) The amount of Federal Life Insurance coverage. (3) Rate of compensation to employee because of work injury or to survivor in case of loss of life of the employee.

Regulations provide that salary paid to Extension workers under Federal appointment is not



subject to withholding for social security benefits. All staff members not on Federal appointment, however, are covered by Social Security. The county clerk will withhold the amount necessary from the employee's salary and the County Extension Board as the employer must provide a matching amount from its funds to support the program.

### Leave Policy

Cooperatively employed county Extension agents are members of the staff of the University of Nebraska. As such, they are granted certain privileges of leave, with pay from work. Leave with pay is designed to: (1) Maintain the health and morale of the employee. (2) Provide an opportunity to keep informed of new developments in his or her field of work. (3) Permit performance of certain mandatory duties as a citizen. (4) Meet other emergencies.

It is the policy of the Nebraska Cooperative Extension Service that all requests for leave by county Extension agents have the approval of the County Extension Boards and the District Director representing the State Director.

Different forms of leave are:

1. *Annual Vacation Leave.* County Extension agents, as staff members of the University of Nebraska, are entitled to 21 working days of vacation each year.

2. *Sick Leave.* Continuous sick leave up to six months with pay may be granted county Extension agents. It is the policy of the University of Nebraska that each case involving the payment of salary during period of sickness be considered individually on its own merits.



### 3. Leave to Study.

a. The Nebraska Cooperative Extension Service will grant county Extension personnel up to three weeks' leave to attend short courses. The general policy is to grant such leave about once each three years. Staff members are eligible for the first leave after two years of service except in special situations.

b. Full-time county Extension personnel have the same privileges as other University academic-administrative staff members in that they may be permitted to register for course work. The maximum is 6 credits per semester and 3 credits during summer sessions for a total not to exceed 15 credits per year, September 1 to August 31. Three credits in each summer session are permitted if full advantage of opportunity to earn 6 credits per semester is not taken.

c. Leave to pursue a planned graduate study program may be granted to county Extension personnel by the Cooperative Extension Service. County Extension Boards have the option of granting leave from the county to those staff members for the same period of time.

4. *Professional Leave.* County Extension agents may be granted leave to attend professional group meetings and other meetings of scientific or professional organizations pertinent to their work.

5. *Military Leave.* Military leave must be granted in accordance with the Nebraska law or any mobilization program.

6. *Leave for Consulting.* County Extension agents may be granted leave for consulting outside the geographic area of their responsibility. Requests will be considered individually and must have the approval of the County Extension Board, the State Extension Service and the University of Nebraska Administration.

7. *Leave for Jury and Witness Service.* Leaves of absence with pay for jury service or to testify as a witness, upon subpoena, shall be granted to county Extension agents.

All other leave from the county should be in the interest of furthering the Extension program in that county and is subject to the approval of the County Extension Board and the State Director of the Cooperative Extension Service through the District Director.



## EXTENSION PROGRAMS

The Memorandum of Understanding between the Agricultural Extension Service of the University of Nebraska and the County Extension Organization states that a written program must be used as the basis for the county's annual plan of work. The County Extension Board is responsible for helping develop this program.

Our growing national economy, our changing social values and our concerns for people are producing change. Change requires adjustment. Extension programs must be planned to accommodate to these changes. It is important that our county Extension programs receive critical periodic examination by the county Extension organization and the State Extension Service.

A county Extension program is determined cooperatively by the local people and the Extension staff and includes consideration of:

1. The situation or pertinent facts.
2. Problems or situations on which there is agreement that changes are needed.
3. Objectives to provide direction to the program.
4. Recommendations or solutions to reach these objectives. Each county will have a long range program. It will be reviewed annually to consider current situations and problems.

### County Extension Program Committees

It is recommended that County Extension Boards create committees to help plan and carry out county Extension programs. Special committees may be appointed in addition to the established county Home Extension Council and 4-H Committee. Representatives of other agencies and organizations may be recognized as advisory groups. Since the County Extension Board has final responsibility for the county Extension program, such committees should work under its direction. They become an important part of the program planning process. The Cooperative Extension Service programs must serve all people regardless of race, color, national origin, sex or religion.

### Called Conferences

The Memorandum of Understanding (Clause VIII) covers the policy of called conferences. Such conferences are held only as considered essential to

the promotion of a better overall Extension program, and for the purpose of giving instruction and guidance.

### Reports to the Public

It is the responsibility of the County Extension Board to furnish people of the county a complete report of its program accomplishments. Board members should report their administrative activities and their budget and expenditures of county funds. County Extension Agents should report on their work for the year. Special committees, such as 4-H, Home Extension Council, Program Planning, etc., may be called upon for reports.

Many counties have prepared a special popular-style, printed annual report. In compliance with the county Extension law, it is required that the President and Secretary of the County Extension sponsoring organization shall, on or before January 1 of each year, file with the county clerk a report of their work during the previous fiscal year. Since the County Commissioners or Supervisors are county budget officers, many counties have found them very interested in having the County Extension Board review the report with them.

The constitution and bylaws of most county Extension organizations calls for the holding of an annual meeting to elect Board members, report on program accomplishments, program plans for the future and such other business as may come before it.

## RELATIONSHIPS

### Policy on USDA Relations

The Cooperative Extension Service is also part of the USDA. As such it has two principal responsibilities.

1. To develop educational programs to meet the specific needs within the various counties and states.

2. To provide leadership in and coordination of all educational programs of USDA. The Cooperative Extension Service is often referred to as the "educational arm of the U.S. Department of Agriculture." A close, cooperative working relationship exists with the Soil Conservation Service, the Agricultural Stabilization and Conservation Service, the Farmers Home Administration, the Forest Service and others.

While the Extension Service USDA has primary responsibility for leadership of all educational



programs under jurisdiction of the Department, it is largely through cooperation with the Cooperative Extension Services of the land-grant colleges and universities that the educational responsibility can be accomplished.

The Cooperative Extension Service has a three-way responsibility—to the USDA, to the state land-grant colleges and to local governmental units. Thus, Extension constantly faces a peculiar and complex responsibility to determine priorities for the use of its resources in an overall education program.

Cooperative Extension cannot be all things to all people. Therefore, the things Extension does must be coordinated into the on-going county program. It is here Extension looks to the County Extension Board for direction.

It is not Extension's job to "sell" a program. It is Extension's responsibility to present facts in an unbiased way for people to use in decision-making.



#### Policy on Assisting with Formation and Activities of Organizations

Staff members of the Cooperative Extension Service have a responsibility to serve and help groups of people and organizations interested in Nebraska's welfare and family living as related to agriculture and home economics.

Sometimes staff members are asked to help and counsel with groups of people interested in forming organizations for the benefit of the community.

The following statements give the general policy of the Nebraska Cooperative Extension Service.

1. Staff members serving citizens in the general welfare have the responsibility to make available information about:

- a. The principles of sound organization.
- b. Suggested procedures for forming a proposed organization.
- c. Opportunities to serve the intended purpose through organizations already in operation.
- d. The advantages and limitations of the purposes, aims and nature of the proposed organization.

2. They may, when requested, perform such functions as:

- a. Helping survey the need and interests for the proposed organization.
- b. Helping publicize and call together people to discuss the proposed organization.
- c. Helping train officers in the conduct of their business.

3. Except as indicated in paragraph 1, terms a and b, it is not part of a staff member's official duty to:

- a. Act as an organizer for any group of people.
- b. Conduct membership campaigns.
- c. Act as financial or business agent for organizations.
- d. Call official meetings of organizations.
- e. Edit official organization publications.
- f. Serve as an officer for an organization.

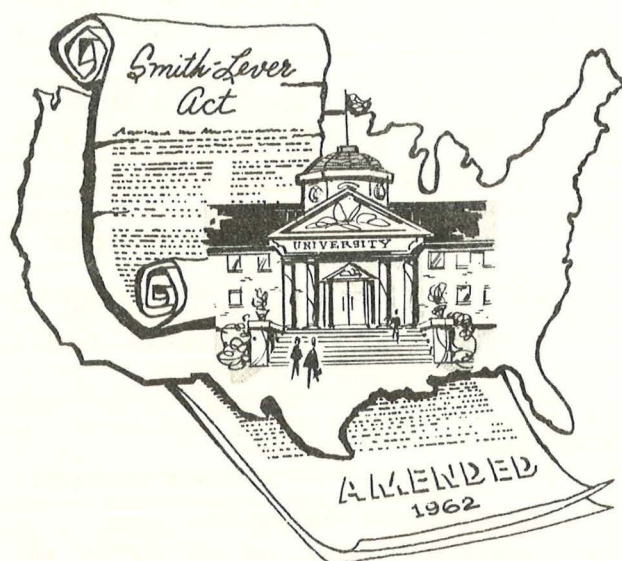
The Nebraska Cooperative Extension Service will not help with the formation of organizations where the primary purpose is for political or legislative activity.

Individual staff members, as citizens in their communities, have a right to hold membership in and participate in organizations. They may serve in organizations and have the right to express themselves so long as they express their opinions as their own and not as opinions of the Cooperative Extension Service of the University of Nebraska College of Agriculture.

Staff members are encouraged to participate in service clubs and similar groups interested in community development and welfare.

In setting forth this policy it is recognized that borderline cases may arise. When a staff member has a question in regard to the policy, he should consult with the District Director.





### THE SMITH-LEVER ACT AS AMENDED

The Smith-Lever Act was last amended by Congress in 1962. A detailed report of the Act is found in Section III-1 in the *Extension Handbook* under the topic—Legislation. The Congressional Act gives the purpose and definition of Extension as follows:

"Section 1. In order to aid in diffusing among the people of the United States useful and practical information on subjects relating to agriculture and home economics, and to encourage the application of the same, there may be continued or inaugurated in connection with the college or colleges in each State, Territory or possession now receiving, or which may hereafter receive, the benefits of the Act of Congress approved July second, eighteen hundred and sixty-two, entitled, an Act donating public lands to the several States and Territories which may provide colleges for the benefit of agriculture and the mechanic arts, (Twelfth Statutes at Large, page five hundred and three), and of the Act of Congress approved August thirtieth, eighteen hundred and ninety (Twenty-sixth Statutes at Large, page four hundred and seventeen and chapter eight hundred and forty-one), agricultural extension work which shall be carried on in cooperation with the United States Department of Agriculture: Provided, that in any State, Territory or possession in which two or more such colleges have been or hereafter may be established, the appropriations hereinafter made to such State, Territory or possession shall be administered by such college or colleges as the legislature of such State, Territory or possession may direct.

"Sec. 2. Cooperative Agriculture Extension work shall consist of the giving of instruction and practical demonstrations in agriculture and home economics and subjects relating thereto to persons not attending or resident in said colleges in the several communities, and imparting information on said subjects through demonstrations, publications and otherwise and for the necessary printing and distribution of information in connection with the foregoing; and this shall be carried on in such manner as may be mutually

agreed upon by the Secretary of Agriculture and the State Agriculture College (or colleges) receiving the benefits of this Act."

The Act authorizes Congress to appropriate for the purpose of the Act such sums as it may from time to time determine to be necessary. It provides that new Federal appropriations be divided as follows: Four percent of Federal Extension Service funds are retained for Federal administration. Of the remaining funds, 20% is divided equally among the states, 40% is apportioned to the states on the basis of farm population and the remaining 40% is apportioned to the states according to rural population.



### NEBRASKA LAW GOVERNING EXTENSION WORK

The Nebraska Law for support of Cooperative Extension work was passed in 1915. The most recent revision was made in 1967. The complete statute is recorded in Chapter II, Article 16, Volume I, 1970 Reissue Revised Statutes of Nebraska 1943. Sections are quoted as follows:

2-1601. *Agricultural Extension Work Authorized.* In order to aid in diffusing among the people of Nebraska useful and practical information on subjects relating to agriculture, home economics and rural life, and to encourage



the application of the same, there may be inaugurated in each of the several counties of the State of Nebraska, Extension work, which shall be carried on in cooperation with the University of Nebraska, College of Agriculture, and the United States Department of Agriculture as provided in the act of Congress of May 8, 1914.

**2-1602. Extension Work: Scope.** Cooperative Agricultural Extension work shall consist of the giving of practical demonstrations in agriculture and home economics, and imparting information on said subjects through field and home demonstrations, 4-H clubs, public meetings, publications and otherwise; and this work shall be carried on in each county under the direction of the executive board of the extension organization in the county in such manner as may be mutually agreed upon by the executive board of such county provided for in section 2-1603, and the Regents of the University of Nebraska, College of Agriculture, through their duly appointed agricultural extension representative.

**2-1603. County Extension Society: Formation: Petition for Appropriation.** For the purpose of carrying out the provisions of section 2-1601 to 2-1607, there may be created in each county or combination of counties within the State of Nebraska, an organization to be created in the following manner: Whenever a number of farm operators of a county or counties shall effect an organization for doing extension work in agriculture and home economics and shall have adopted a constitution and bylaws as are not inconsistent with the Agricultural Extension Service, College of Agriculture, University of Nebraska, and shall be recognized by said Extension Service as the official body within said county or counties for carrying on extension work in agriculture and home economics within said county or counties in cooperation with the Agricultural Extension Service, College of Agriculture, University of Nebraska, such organization may make such regulations and bylaws for its government and the carrying on of its work as are not inconsistent with the provisions of said sections; provided that for the purposes of said sections but one such organization shall be recognized in any one county or counties so affiliated. Any farm operator as defined in section 2-1605, or wife or husband of a farm operator who is a legal voter in the county, may at any time petition the county board to appropriate a sum of money from the general fund of the county, as provided by section 2-1604, for the purpose of employing and maintaining a county agricultural agent and for carrying out generally the purposes as expressed in sections 2-1601 and 2-1602. It shall be understood that for each family operating a farm, there shall be only one person whose name shall be counted in judging the sufficiency of such petition. When any farm operator, or wife or husband of a farm operator, shall have so petitioned the county board, both husband and wife shall be deemed members of the county extension organization provided for in section 2-1601 to 2-1603 and shall be entitled to all voting and participating rights hereto.

**2-1604. County Extension Work; Funds to Aid; Referendum; Amount.** If, on or before September 1 of any even-numbered year, a petition is filed with the county clerk containing the names of twenty percent or more of the farm operators of any county or counties, as determined by the last available Federal census, comprising a district under section 2-1601 to 2-1607, asking the submission to the voters of the question whether there shall be county funds appropriated for the continuance or support of County

Agricultural Extension work in said county or district on January 1 after the filing of said petition, it shall be the duty of the clerk of said county to have placed upon the ballot at the election following the filing of said petition the question, "Shall an appropriation be made annually from the general fund of the county for the support of agricultural Extension work?" If a majority of the votes cast on this question are in favor of the appropriation the county board shall annually set aside in the general fund of the county an amount equal to the county extension budget; provided, that such sum shall not exceed fifteen thousand dollars or an amount equal to a six-tenths mill levy on the dollar upon the assessed value of all taxable property in such county, except intangible property, whichever is greater. As claims are approved by the board of directors and filed with the county clerk, the county board shall order warrants to be drawn upon the general fund of the county in payment of such claims. It is further provided that in counties where Extension work is being conducted in accordance with section 2-1110 to 2-1117, C. S. Supp., 1937, which have been repealed, the county board shall continue to appropriate funds for the continuance of Extension work until such support is denied by vote as provided for in this section. Whenever any county or group of counties has an organization recognized as the sponsoring organization for extension work by the director of Extension Service, within the county or counties not then receiving a county appropriation, and can show on August 1 of any odd numbered year that it has a membership of not less than twenty-five percent of the farm operators of each county included within the organization as petitioners and members, the county board of commissioners or supervisors may appropriate funds for Extension work within that county or group of counties for one year, as provided for in this section, and the county clerk shall submit the question of continued support at the next general election.

**2-1605. "Farm Operator," defined; Determination of Number.** In sections 2-1601 to 2-1607 the term "farm operator" shall be understood to refer to any person who actually manages, and either by his or her own or other's labor, operates a tract of agricultural land of not less than three acres, and whose name appears on the tax rolls of the county as owning property or equipment such as might be used in operating such tract of agricultural land. The number of farmers in a county shall be determined by the report of the last federal census.

**2-1606. County Extension Society; Annual Report; Budget.** The president and secretary of the organization shall on or before January 1 of each year file with the county clerk: (1) A report of their work during the preceding year. (2) A sworn itemized statement of expenditures under section 2-1601 to 2-1607 during the preceding year. (3) A budget or estimate of the funds necessary for the carrying on of such work in the county during the ensuing year.

**2-1607. County Extension Work; Counties May Join.** Whenever two or more counties which have complied with the provisions of sections 2-1601 to 2-1607 desire to unite in employing a county agricultural agent, they may do so. Each county shall bear its proportionate share of the expense of the counties concerned and shall unite into a joint board for the management of the work. Such county or counties shall be recognized as but one organization for state and federal aid.



## MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT, made and entered into by and between the Agricultural Extension Service, College of Agriculture, University of Nebraska, State of Nebraska and the \_\_\_\_\_ County \_\_\_\_\_ a legal organization of \_\_\_\_\_ County State of Nebraska, hereafter known as the "County Extension Organization." Witnesseth that:

WHEREAS: the Congress of the United States enacted legislation in 1914 known as the Smith-Lever Act, providing for Cooperative Extension Work; and whereas, the provisions of this Act have been accepted by the Legislature of the State of Nebraska in Chapter 63, Art. XXIX, Sec. 6767 Compiled Statutes of Nebraska, 1922; and whereas, by a Memorandum of Understanding between the University of Nebraska and the United State Department of Agriculture, the Agricultural Extension Service is made the administrator of Federal and State funds for Cooperative Extension Work within the State of Nebraska; and whereas, by Legislative Enactment, Chapter II, Art. 16, Vol. I, 1970 Reissue Revised Statutes Nebraska 1943, the recognized County Extension Organization is made the administrator of county funds available for Cooperative Extension Work.

THEREFORE: looking toward efficiency and economy in the conduct of Cooperative Extension Work in Agriculture and Home Economics in the County of \_\_\_\_\_, the County Extension Organization of \_\_\_\_\_ County and the Director of the Agricultural Extension Service, mutually agree as is outlined in the following clauses:

**Clause I.** There shall be employed jointly within \_\_\_\_\_ County or unit an Extension Agent, Chairman, who will be in charge of Extension work within the county or unit. There may be also employed jointly, other county Extension agents to cooperate in carrying out the Extension program, provided, that each of the parties to this agreement pay a portion of the salary of each of the Extension agents so employed, the amount to be agreed upon at the time of employment and on each succeeding July 1 or other date on which a change is made, and provided further, that the number of jointly employed Extension agents will be subject to county staff allocation and to availability of funds.

**Clause II.** Candidates for positions of Extension agents shall be nominated by the State Director with the recommendation of the Extension Administrative Council which functions as a personnel committee. The County Extension Organization will make the final selection. The period of service of an agent will continue as long as the services are satisfactory to both the County Extension Organization and the State Extension Service. The services may be terminated by either of the cooperating employers by giving 60 days written notice to the agent and the other employer.

**Clause III.** Extension agents will be members of the staff of the University of Nebraska and have appointment in the United States Department of Agriculture. They shall be entitled to privileges connected with employment as a member of the University staff with respect to salary policy, vacation, sick leave, University retirement, University group insurance, leave to study, etc.

By virtue of their Federal appointment, the Extension agent's total salary will be subject to withholding under the Federal Retirement Act for U.S. Civil Service retirement benefits and no part will be subject to withholding for Social Security benefits. They will be covered by Federal Employee's Compensation while on duty and have the privilege of coverage under the Federal Life Insurance and Health Benefits programs.

**Clause IV.** The County Extension Organization shall employ from its own funds clerical and secretarial assistance for the Extension agents. The County Extension Organization may also employ aides to assist with the program. These persons will have privileges and personnel benefits provided other county employees.

**Clause V.** The employment of all personnel shall be in accordance with policies and procedures outlined in the Nebraska Program for Equal Employment Opportunity in the Cooperative Extension Service (issued to all personnel) which assures that there be no discrimination in employment because of race, color, national origin, sex or religion.



**Clause VI.** The work of the Extension Agents shall be in accordance with provisions of the Smith-Lever Act as amended which provides for a complete Extension program pertaining to Agriculture, Home Economics and related subjects. The program is defined as work among men, women, boys and girls. This work shall be supervised by the County Extension Organization and the State Extension Service.

Under regulations issued pursuant to the Smith-Lever Act as Amended, Extension Agents and others in the County Extension Offices are prohibited from engaging in commercial activities, acting as financial or business agents for any general farm organizations, and participating in membership campaigns or other activities designated to recruit membership for any general farm organization. They shall be governed by the requirements of Federal Civil Service Rule I, relating to political activity.

**Clause VII.** The County Extension Organization shall provide or see that there is provided adequate office rooms for the agents and staff, together with necessary furniture, office appliances, telephone, demonstrational material and equipment, office supplies, etc. The County Extension Organization shall also provide transportation and other authorized expense for agents on official duty connected with the county program. Transportation may be paid as mileage to an agent for use of a personally owned automobile. It is recommended that the mileage rate established for county officers in Chapter XXIII, Article 11, Section 23-1112, Reissue Revised Statutes Nebraska 1943, be used.

It is further understood that the County Extension Organization may by separate agreement with the State Extension Service provide funds to support an Area Agent assigned to a group of counties.

**Clause VIII.** The State Extension Service shall provide from such State and Federal funds as it has power to administer a staff of State and District Specialists who will assist in planning and conduct of county programs. The availability of this staff in the county will be subject to the program needs of the county and economical use of time and travel funds.

Under certain conditions the State Extension Service may pay travel and subsistence expenses of county staff for special programs, committee meetings or conferences authorized by the District and/or State Director.

**Clause IX.** The County Extension Organization shall prepare and file an annual budget with the county clerk to obtain funds for support of the County Extension program. A copy of the approved budget and a monthly report of expenditures shall be furnished to the State Extension Service.

**Clause X.** The County Extension Organization through its staff shall submit to the State Extension Director an annual Plan of Work setting forth the program for the fiscal year beginning July 1 and shall also submit statistical and narrative reports as required by the State Extension Service and the Extension Service, United State Department of Agriculture.

**Clause XI.** It is understood that these agreements regarding use of County, State and Federal funds are subject to pertinent legislation and may necessarily be changed as new legislation is enacted.

This memorandum shall be in effect when it is approved by the \_\_\_\_\_  
County Extension Board and the Director of the State Agricultural Extension Service, College of  
Agriculture, University of Nebraska, and shall remain in force until it is rescinded in writing by either one  
of the signers or his successor in office.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

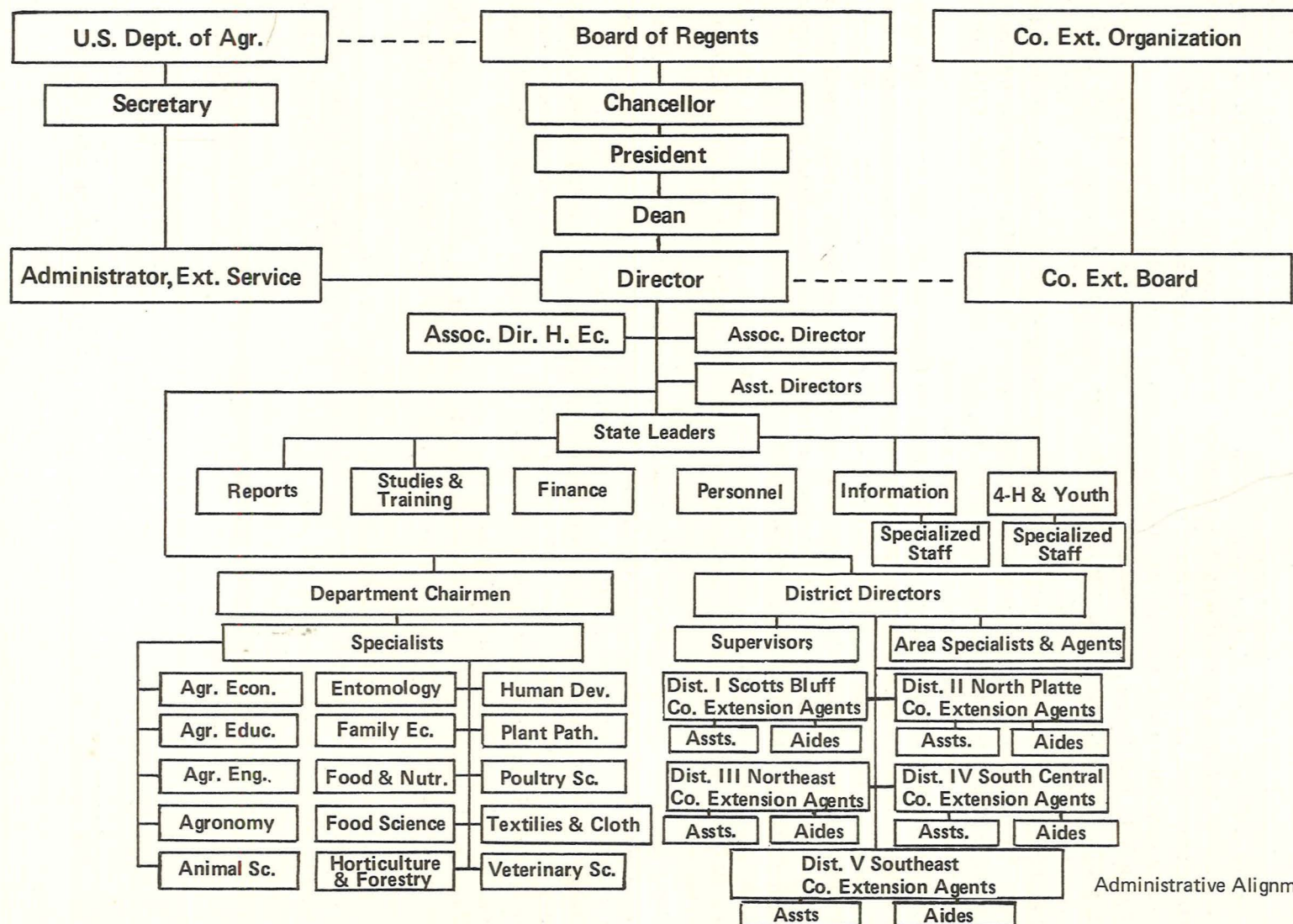
\_\_\_\_\_  
County Extension Board

\_\_\_\_\_  
President

\_\_\_\_\_  
Director, Nebraska Agricultural Extension Service



ORGANIZATIONAL CHART  
COOPERATIVE EXTENSION SERVICE  
UNIVERSITY OF NEBRASKA



Administrative Alignment \_\_\_\_\_

Memorandum of Agreement - - - - -

March 15, 1971